



Republic of the Philippines  
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**MEMORANDUM ORDER NO. 31, s. 2014**

**TO : All Employees and Stakeholders of IFSU**

**FROM : SERAFIN L. NGOHAYON, Ph.D.**  
University President

**SUBJECT : Guidelines in the Printing and Installation of Tarpaulins**

**DATE : June 16, 2014**

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1. We are encouraging the printing and hanging of tarpaulins to congratulate and highlight achievements and outstanding feats of the University, its employees and students.
  2. Tarpaulins must be prepared following standard size of four (4) feet x eight (8) feet only, to fit with the size of the installed tarpaulin stands.
  3. In no case will a tarpaulin be installed without the approval of the a) DSSD for students; and b) President or Campus Director for employees.
  4. Tarpaulins must only be placed / installed in designated areas of the campus.
  5. Tarpaulins are to be removed a week (7 days) to one (1) month after the activity/purpose for which it is posted.
  6. For congratulatory tarpaulins, they must be removed after one (1) month from posting.
  7. For your commitment and compliance.

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